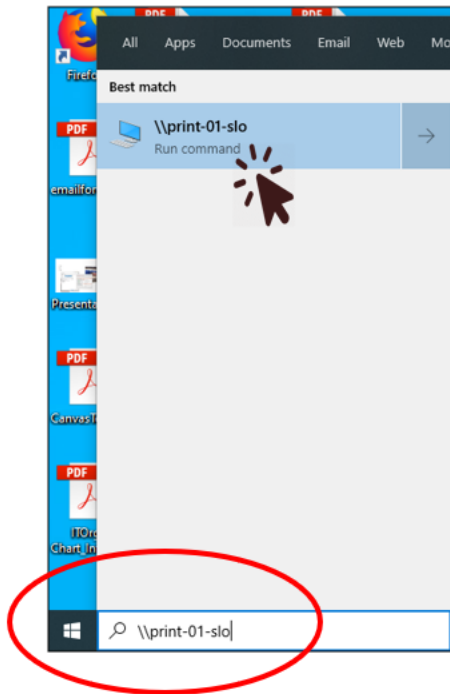


Connecting/Adding a Network Printer – Office Windows PC

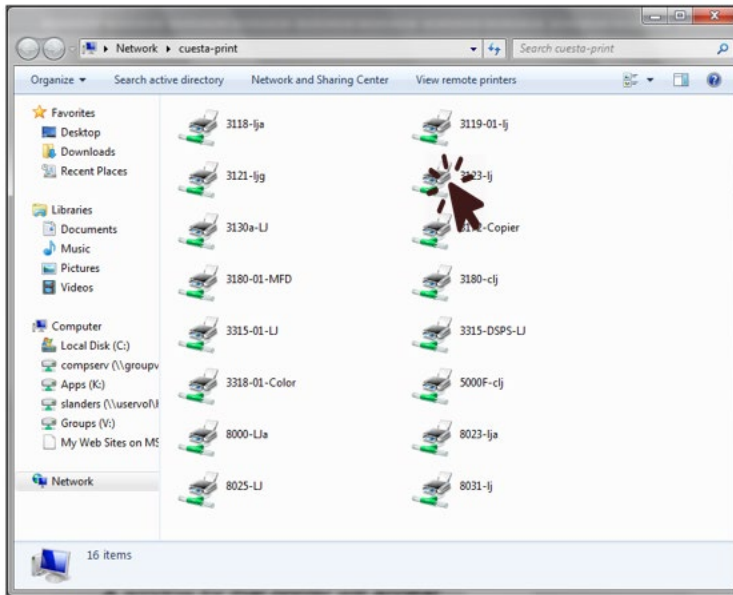
1. Locate the desired printer and find the label with the printer name.
Hint: Often printer names begin with the room number where the printer is located. For example: 3180-01-COLOR.



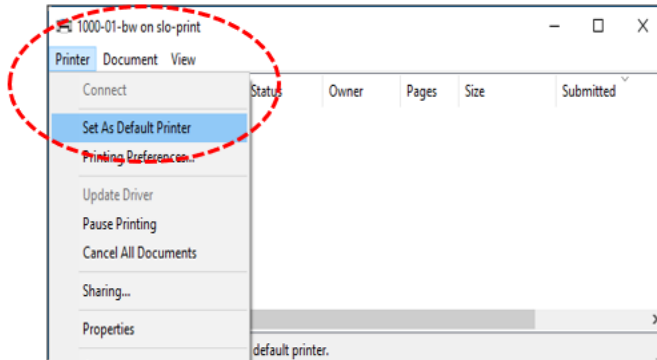
2. Use the Windows search field in the lower left corner of your computer screen, then do one of the following, then press enter:
 - a. Type `\\print-01-slo` to locate a printer on the San Luis Obispo campus
 - b. Type `\\print-01-nc` to locate a printer on the North County CampusTip: If your search is unsuccessful, make sure you are typing a backslash (located above the Enter key) and not a forward slash.



- From the list, select the correct printer name by double clicking on the printer name.
You may receive a message asking "Do you trust this printer?". If so, select Install driver.



- In the new printer window, decide if you would like the added printer to be your default printer. To make the printer your default printer, select the Printer menu, then choose Set As Default Printer.



- Close printer window, printer has been added.